

## **POSITION GUIDE NONAPPROPRIATED FUNDS**

JOB NUMBER  
FLSA: Non-Exempt

Title: Gardener  
PAYPLAN/SERIES/LEVEL: NA-5003-08

**Major Duties:** Performs gardening duties considering the individual needs or characteristics of plants or the area to be cultivated. Adjusts mineral content of soil by increasing or decreasing the lime content, calcium salt, or sulfur content so that acid or alkaline conditions are neutralized in line with plant requirements. Use various foliage feeding, root feeding, and soil additive techniques in fertilizing different varieties of plants. Slope and plants terraces and sod deep banks that involve difficult holding and growth problems. Transplants a wide variety of grasses, flowers, shrubs, and trees. Prunes trees to obtain a proper balance between roots and top growth. Shape and slope pits to provide proper drainage and sufficient air for the roots. Maintains areas to ensure attractive appearance. Determine quantities of plants and materials required for specific areas. Identifies and applies treatment for plant diseases, insects and related problems.

**Skill and Knowledge:** Knowledge on how to propagate and cultivate a wide-variety of plants and perform a wide variety of gardening work. Knowledge in determining the proper conditions and methods for planting and cultivating (types and amount of fertilizer to use, amount of watering and space for growing space, etc). Skill in applying fertilizers evenly and placing seeds and plants at proper depths. Skill in operating hand and power tools and equipment (seeders, spreaders, edgers, hedge trimmers, pruning shears, and sprayers). Ability to recognize and treat for uncommon diseases or poor plant growth. Knowledge of fungicides, insecticides, and herbicides and the ability to read and follow directions in order to properly spray or dust with chemicals.

**Responsibility:** Supervisory instruction is provided in terms of project and project area. The incumbent plans and carries out the work according to the schedule or project assignment considering climatic conditions. The supervisor provides advice on new or unfamiliar gardening methods or problems that arise and checks to see that the completed work meets acceptable standards.

**Physical Effort:** Frequent standing, walking, bending, stooping, and the pushing of carts and wheelbarrows. Climbing is required to prune or trim vegetation. Lifts and carries heavy objects such as bags of fertilizer, grass seed, etc. weighing up to 50 pounds.

**Working Conditions:** Work is done outside, possibly in rain or in uncomfortably hot and humid conditions. Exposed to cuts and bruises from falls or from carrying materials and supplies. Exposed to dirt, dust, mud, chemical sprays and dust. Required to wear protective clothing such as gloves and safety glasses.

### **EVALUATION STATEMENT:**

**Determination of Title and Series:** This position requires the incumbent to perform non-supervisory work requiring knowledge of gardening procedures and skill in growing and tending lawns, flowers, shrubs, and trees. The work includes preparing soil for plants, seeding, thinning, transplanting, trimming, pruning, fertilizing, aerating, mulching, spraying, and dusting of grass, ground cover, flowers, shrubs, and trees. The appropriate standard for these duties is Gardener, NA-5003.

**Determination of Grade:** The position was evaluated at the grade eight level because of the level of supervisory instruction provided and the degree in which the incumbent has in planning work. Skill and knowledge and responsibility are a match to that described at the WG-08 level of the referenced standard.